

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  ACCIDENT PREVENTION PROGRAM	Number 75.20	Issue 1	Page 1 of 9
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1. PURPOSE

- 1.1 To confirm policy for the Accident Prevention Program and to set standards for is successful operation.

2. POLICY STATEMENT

- 2.1 Effective management and performance of City services demands continual efforts to prevent accidents.
- 2.2 Consideration must be given to the safety of the public and to employees in all areas of City activity.
- 2.3 Humanitarian ideals and economic necessity make safety an essential and integral aspect of all City operations.
- 2.4 The safety program includes four major activities: (1) City Manager's Accident Prevention Committee; (2) the Awards Program; (3) Vehicle Accident Review Board; (4) Safety Education and Communications.

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Authorized

(Signed by George E. Bean)

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CITY MANAGER

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3. DISCUSSION

3.1 Accidents are caused by one or a combination of both of the following:

- a. Exposure to unsafe conditions
- b. Performance of unsafe acts.

3.2 Both of these factors are subject to management control.

- a. Unsafe conditions can be controlled by eliminating, guarding against, or protecting the public and employees from hazards in the work environment.
- b. Unsafe acts of employees can be eliminated by careful selection and effective training and supervision.

4. DEPARTMENT HEAD RESPONSIBILITIES

4.1 The head of each department shall:

- a. Formulate and maintain a systematic plan for safety programming.
- b. Conduct periodic inspections of operational environment, and take action to eliminate unsafe conditions.
- c. Provide continuing training of employees in developing proper attitudes and safe methods in job performance.
- d. Analyze all accidents affecting the department and take proper action to prevent recurrences.
- e. Utilize services of Safety Office to assist in the departmental safety program.
- f. Participate in the central safety program. Non-managerial department heads are invited to participate.

5. SAFETY OFFICER RESPONSIBILITIES

5.1 The Safety Officer shall:

- a. Assist all department heads in developing and maintaining safe practices in each department. He shall be available for assistance in non-managerial departments if requested.

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- b. Conduct inspections of all facilities with the department head and the Fire Marshall as outlined in Administrative Regulation 75.10.
- c. Be available as an advisory member of all departmental safety committee.
- d. Perform special investigations and analyses of safety problems as accident experience or hazardous conditions indicate.
- e. Provide educational material and safety training sessions as required.

6. CITY MANAGER'S ACCIDENT PREVENTION COMMITTEE

6.1 Objective: To advise on development and implementation of policy for improving the effectiveness of the industrial safety program.

6.2 Major Functions:

- a. Analyze accident experience of employee injuries, vehicle accidents, and accidents involving the public.
- b. Determine need for improvement.
- c. Recommend action for improvement.
- d. Review effectiveness of total safety program.

6.3 Organization:

- a. The committee is to be composed of all department heads and major division heads as indicated by the department heads. Representation shall not be delegated below the level of division head.
- b. Official representatives from employee organizations are invited to attend meetings and participate in discussions.
- c. The Safety Officer shall act as secretary to the committee and will develop an agenda for each meeting.
- d. A chairman and vice-chairman are to be elected annually.

6.4 Meetings:

- a. Normally, once each quarter or as called by Chairman.

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7. AWARDS PROGRAM

7.1 There are four types of awards which are presented to employees for significant safety performance. Managerial departments shall participate in this incentive program. Cost of awards for other than general fund departments shall be borne by those departments.

7.2 Award of Honor (higher hazard departments and division)

a. Eligibility:

Any department or division which has a workmen's compensation insurance rate of \$1.00 or more per hundred dollars payroll, and completes twelve consecutive months without a lost time accident is eligible. "Lost time accident" for award purposes is defined as a preventable accident causing injury which necessitates employee absence from work for one or more days following the date of the accident. Preventable accidents are accidents which could be avoided or controlled by action on the part of management or employees provided that such action would allow the employee to complete his essential mission of work. The test is to determine if practical methods could be employed to accomplish the necessary work without having an accident.

Controversial cases where the Safety Officer and department head or major division head are not in agreement regarding eligibility shall be reviewed by a five-man committee composed of the Chairman and Vice-Chairman of the City Manager's Accident Prevention Committee, the Safety Officer, and two employee representatives. The employee representatives shall be selected by the Chairman of the City Manager's Accident Prevention Committee and must be current members of departmental or divisional safety committees, only one of which shall be employed in the department in which the controversial case developed.

b. Type of Recognition:

- (1) An appropriate plaque
- (2) Award dinner for all personnel. In the event a department has an unusual work assignment schedule, more than one dinner will be held in order for all employees to be available.
- (3) Individual awards for employees

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7.3     Award of Achievement (higher hazard departments and divisions)

a.       Eligibility:

Departments or divisions with a workmen's compensation rate of \$1.00 or more per hundred dollars of payroll which operate a fiscal year with at least a thirty percent reduction in the number of lost time accidents compared with the preceding three years' average annual experience.

b.       Type of Recognition:

- (1)     An appropriate frame scroll
- (2)     Award dinner for all personnel. In the event a department has an unusual work assignment schedule; more than one dinner will be held in order for all employees to be available.

7.4     Award Merit (lower hazard departments)

a.       Eligibility:

All departments and divisions not eligible for the Award of Honor or the Achievement Award by virtue of having lower workmen's compensation insurance rates, but which operate for a full fiscal year without any lost time accidents.

b.       Type of Recognition:

- (1)     Award meeting
- (2)     Presentation of appropriate framed scroll

7.5     Professional Safe Driver Award Program. The Police Department sponsors an industry-wide award program for professional drivers who have outstanding safe driving records. All City departments are invited to participate in this program in accord with the rules established by the Police Department.

8.     VEHICLE ACCIDENT REVIEW BOARD

8.1     Objective: To review all accidents involving City vehicles, or private vehicles being driven by employees on City business and to recommend action to prevent recurrence.

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- 8.2 Scope: Employees of all managerial departments, except Fire and Police, who are involved in vehicle accidents on City business will appear before the Accident Review Board. The employee's department head or his alternate shall accompany the employee. Non-managerial departments are invited to participate.
- 8.3 Function:
- a. The Chairman and the Claims Investigator shall screen the cases and schedule for review those cases in which there is question as to liability or preventability.
  - b. The Chairman of the Review Board shall send a notice of the meeting to the employee and his department head.
  - c. All the factors relevant to the accident shall be considered including: employee's statement, police reports, Equipment Division information, witnesses, etc.
  - d. Following review of the accident, the Board shall determine whether the accident was "Chargeable", "Preventable", or "Non-Preventable".
    - (1) Chargeable accidents are accidents which are primarily the result of improper driving by the employee.
    - (1) Preventable accidents are accidents which could have been avoided by the employee had he exercised exceptional caution.
    - (2) Non-preventable accidents are accidents which could not reasonably have been prevented by the employee.
  - e. The Accident Review Board shall have the authority to recommend appropriate action to prevent similar accidents in the future. This includes recommendations for re-training of drivers, equipment modifications, disciplinary action, etc.
  - f. The Chairman of the Review Board shall prepare a memorandum outlining the factors pertaining to the accident and including any recommendations. Copies of this memorandum shall be sent to the employee, his department head, and others concerned.

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8.4 Organization: The committee shall be composed of the following:

a. Voting Members:

- (1) Claims Investigator for City Attorney's Office
- (2) Representative from Traffic Division of the Police Department
- (3) Safety Officer who shall function as permanent chairman

b. Non-voting participating members:

- (1) The employee's department head or representative
- (2) Safety Engineer representing the insurance company currently handling the City's liability insurance
- (3) Employee organization official representative if requested by employee
- (4) Others who may be called for information

8.5 Meetings: The Accident Review Board shall meet monthly at-time indicated by the Chairman.

9. SAFETY EDUCATION AND COMMUNICATION

9.1 Policy: Each department shall have a systematic plan for educating and training employees in safe practices.

9.2 Central Safety Services: The Safety Officer shall prepare safety education material for departmental use and shall assist in developing special safety training activities.

9.3 Recommended Procedure: The "Tailgate Safety Meeting" concept has provided an effective two-way communication system for many departments and divisions. Tailgate safety meetings are informal meetings, conducted by the first line supervisor, at the work site. The supervisor uses subjects which he originates and safety topics prepared by the Safety Office. The meetings are intended to encourage participation by the crew. Following the meetings, each supervisor prepares a comment sheet which reflects any ideas, questions, suggestions, etc., that were brought out in the discussion. These commend sheets are funneled through regular channels to the departmental or divisional safety committees. The comment sheets are reviewed and evaluated by the committee. If action is indicated, the safety committee

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recommends to the division head that appropriate action be taken. The division head's response is then included in the minutes of the safety committee and these minutes are read by the first line supervisors to their crews. This completes the communication cycle.

10. DEPARTMENTAL AND DIVISIONAL SAFETY COMMITTEES

10.1 Effective safety programming demands the interest and participation of personnel at all levels, supervisory and non-supervisory employees. The safety committee presents an opportunity for employee participation in a management activity in which they can contribute and from which they can benefit. Therefore, it is recommended that all departmental or divisional safety committees be comprised of an equal division of supervisors and non-supervisory personnel. Safety committees should be limited to six members.

10.2 Selection of Committee Members:

- a. Non-Supervisory Personnel: Non-supervisory personnel are the representatives of general employees. Therefore, these representatives should be selected by popular vote of non-supervisory personnel.
- b. Supervisory Personnel: The procedure for the selection of supervisory members is to be determined by the department or division heads.
- c. Area Representation: Both supervisory and non-supervisory members should be selected by areas if the organization is divided into more than one major operating station. Employees in a given area should be restricted to electing committee members from that same area.
- d. Length of Service: Committee members should serve overlapping six-month terms and should not serve two consecutive terms.
- e. Committee Chairmen: Committee chairmen should be elected by the committee members. Chairmen should not serve for more than three consecutive months.
- f. Time and Frequency of Meetings: Safety committees should meet monthly and the meetings should not last over one and one-half hours.



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APPENDIX

Legal Reference

Administrative Regulation 75.10 (Safety Inspections)

Administrative Regulation 80.30 (Emergency Procedure and Accident Reporting)